

/NATIONAL DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

APPLICATIONS : The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the relevant reference number on the subject email.

FOR ATTENTION : Ms M Shitiba

NOTE : All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The competency assessment will be testing generic managerial competencies using the mandated DPSSA SMS competency assessment batteries. Assessment for core competencies outlined in the SMS Handbook shall be conducted within one month of the appointment of candidate. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

POST : **SECRETARY (REF NO: NDOH 87/2026)**

SALARY : R 237,453 per annum (plus competitive benefits)

CENTRE : Directorate: Hospital Facilities Planning, Pretoria.

REQUIREMENTS : A Grade 12 (NQF 4) with typing as a subject or related training course/qualification that will enable the person to perform the work

satisfactorily. Knowledge and experience in general office and provisioning administration. Knowledge and experience in Microsoft office and knowledge of departmental procedures regarding finances and budgeting. Good telephone etiquette, computer literacy, organisational and planning, high level of reliability and good communication (written and verbal) skills. Ability to act with tact and discretion.

DUTIES

: Provides a secretarial/ receptionist support service manager: Receives and screen telephones calls, receive visitors and refer enquiries to the appropriate officials. Manages the Manager's diary, appointments, meetings and arrangements, including coordinating venues and virtual meetings. Arrange and coordinate meetings, workshops, stakeholder engagements, including agendas, meeting packs, minutes and action registers where required. Receive, records, distribute and track correspondence, submissions, memoranda and other official documents. Provides a clerical support in the preparation, formatting, filing, copying and distribution of letters, reports, submissions and presentations. Maintains effective electronic and physical filing systems, registers and records, ensuring that information is secure, confidential and readily accessible. Liaise with travel agencies and relevant officials to arrange official travel and accommodation and verifies travel documentation and arrangements. Assist with travel claims, office resource and other administrative and logistical arrangements as required. Coordinates communication and follows up on outstanding matters, information, documentation and actions on behalf of the Manager. Provides administrative support to the Directorate in dealing with internal and external stakeholders, including provincial departments and other government institutions. Remains up to date with and applies relevant Public Service and departmental legislation, prescripts, policies, procedures and guidelines applicable to the work environment.

ENQUIRIES

: Mr Exley Louters on tel number 012395 9629

CLOSING DATE

: 9 November 2026